

SAMPLE NON-CONTRACT CLASS LAYOFF PLAN
Last Update: 1/09

[Date]

MEMORANDUM

TO: Nancy Berggren, Chief Operating Officer
Department of Administrative Services –
Human Resources Enterprise

FR: xxxxx xxxxxxxx, Director
Department of XYZ

RE: Proposed Layoff

Due to _____, it will be necessary to institute a layoff in the Department of
_____. In accordance with 11 IAC 60.3, your approval of the following plan
is requested:

Effective Date:

Organizational Unit:

Job Classification:

Number of Employees to be Laid Off:

Cutoff Date:

(Attach a sampling of "RETENTION POINT CALCULATION WORKSHEET" (CFN 552-0106) for
positions in each class being evaluated.)

Please call me at _____ you have any questions.